



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

J627

September 26, 2011

MEMORANDUM FOR DOD ACTIVITY ADDRESS DIRECTORY (DoDAAD) AND
SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Proposed Defense Logistics Management System (DLMS) Change (PDC)
489, Assignment of Numeric Routing Identifier Codes (DoDAAD/Supply)

We are forwarding the attached proposed change to DoDAAD governed by DoD 4000.25-M, Defense Logistics Management System (DLMS), for evaluation and submission of a single coordinated DOD Component position. The interface requirement relating to this proposed change is shown to assist in your internal coordination. However, omission of such a requirement does not relieve you of the responsibility to ensure full coordination of the proposal within your Component.

Request you review the attached proposed change and provide your comments/concurrence to DLA Logistics Management Standards not later than **30** days from the date of this memorandum. If non-concurrence is provided, please provide an alternate method to meet the requirement being addressed.

Addressees may direct questions to Robert Hammond, Chair, DoDAAD PRC, email: robert.hammond@dla.mil or Ellen Hilert, Supply PRC Co-Chair, email: Ellen.Hilert@dla.mil. Others must contact their Component designated representative.

DONALD C. PIPP

Director

DLA Logistics Management Standards

Attachment
PDC 489

cc:
ODASD(SCI)

PDC 489
Assignment of
Numeric Routing Identifier Codes

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. Service/Agency: DLA Logistics Management Standards, DLA J627

b. Originator: DLA Logistics Management Standards

2. FUNCTIONAL AREAS: DoD Activity Address Directory (DoDAAD) and Supply/MILSTRIP

3. REFERENCE:

a. DoD 4000.25-M, Defense Logistics Management System (DLMS) Volume 6 (DoD Logistics Systems Interoperability Support Services), Chapter 2 - Department of Defense Activity Address Directory

b. DoD 4000.25-1-M, MILSTRIP, Appendix 2.3, Routing Identifier Codes

c. Approved DLMS Change 428A, Support to Missile Defense Agency (MDA) as a FMS Implementing Agency (IA) and Assignment of New Service Agency (S/A) Code "T", dated June 9, 2011

d. Approved DLMS Change 436, Administrative Revisions to DLMS Supplements to Remove Obsolete RIC "Streamline" Notes and Update MILSTRIP/DLMS Documentation Associated with RIC, dated August 4, 2011

4. PROPOSED CHANGE:

a. Description of Change. This change is to assign numeric Routing Identifier Codes to Components.

b. Background.

(1) ADC 316 established a bi-directional the retail supply/transportation electronic interface of selected MILSTRIP transactions between supply and transportation systems. In order to fully implement this interchange, numerous additional Routing Identifier Codes are required to identify organizations sending and receiving these transactions.

(2) GSA confirmed at the DoDAAD PRC meeting on August 23-24, 2011 that GSA-assigned Routing Identifier Codes never begin with a numeric character (this confirmation resolves a prior misunderstanding about the availability of numeric Routing Identifier Codes).

(3) DLA Transaction Services advised that numeric Routing Identifier Codes are not available for immediate assignment as significant programming changes will be required to support this use.

c. Requested Changes:

(1) The goal is to free the entire range of numeric codes of the Routing Identifier Codes, so they can be used by the Services.

(2) Initial Service allocation is:

Service Code	Name/Definition
2	Army
4	Navy
6	Air Force
8	Marine Corps

(3) The above allocation will leave 0, 1, 3, 5, 7, and 9 available, but with the intent that 0 and 1 remain reserved to reduce errors in human readable interpretation. The gaps in the Service allocation are purposeful. They will allow future assignments as necessary. ***Staffing Note: Components should continue their aggressive purging of Routing Identifier Codes and should not assign Routing Identifier Codes for purposes other than routing.***

(4) Enclosure 1 adds the numeric Service codes to the MILSTRIP Appendix 2.2, Service and Agency Codes (as previously updated in ADC 428).

(5) Enclosure 2 updates MILSTRIP Appendix 3.3, Routing Identifier Codes (as previously updated in ADC 436).

d. Alternatives: Numerous options were considered to enable the assignment of additional Routing Identifier Codes to the Components. Consideration was given to expanding the size of the RIC data field to 4 characters rather than the current 3 characters. This option would be very costly, and could not be supported by legacy MILSTRIP transactions or applications. Under the best of circumstances would take years to implement.

5. REASON FOR CHANGE: The Components need capability to establish additional Routing Identifier Codes.

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages: Allows the allocation of numeric Routing Identifier Codes to the DoD Components.

b. Disadvantages: Reprogramming will be required at DLA Transaction Services.

7. IMPACT:

a. Implementation:

(1) DLA Transaction Services: There are extensive changes required of DLA Transaction Services to implement this change. These include changes to programs utilized to publish Supplement 1 to MILSTRIP, as well as changes required in DLA Transaction Services DMARS application used in transaction routing process that must recognize specific Service ownership of the numeric Routing Identifier Codes.

(2) DoD Components must evaluate impact on applications. Component systems must recognize and apply specific Service ownership of the numeric routing Identifier Codes.

(3) Target implementation: Unavailable at this time. DLA Transaction Services and DoD Components are requested to provide most feasible timeline for future implementation.

b. Publication:

(1) MILSTRIP revisions are shown in Enclosure 1 and 2.

(2) Update LOGDRMS for the Service breakout of Routing Identifier Codes. Select numeric values will now be assigned to the Services, Change LOGDRMS table 71 Routing Identifier Codes only designations as follows:

Service Code	Name/Definition
0	Reserved
1	Reserved
2	Army
3	Reserved
4	Navy
5	Reserved
6	Air Force
7	Reserved
8	Marine Corps
9	Reserved

8. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: This change is cost avoidance.

Revise DOD 4000.25-1-M Appendix 2.2 as follows:

AP2.2. APPENDIX 2.2

SERVICE AND AGENCY¹ CODES

MILSTRIP SERVICE CODES

NUMBER OF CHARACTERS:	One or two.
TYPE OF CODE:	<i>Alphanumeric.</i>
EXPLANATION:	S/A codes are designed to accommodate S/A identity in MILSTRIP documentation. For this purpose, these codes are used in conjunction with other codes to identify the parent S/A of requisitioners and other addressees. The S/A codes will be used in rp 4, 30, 31, 45, 46, 67, and 74 of the DD Form 1348 series of documents. By exception, two-position combination codes using the authorized Service/Agency code and a specified second position are authorized to identify contractor DoDAACs. ² FEDSTRIP provides for the use of the two position codes, defined as civil Agency codes, to be entered in rp 30-31 and 45-46 of the GSA Form 1348 series of documents. The MILSTRIP Service codes ³ and the FEDSTRIP Agency codes ⁴ are listed below:
RECORD POSITION(S):	4, 30, 31, 45, 46, 67, and/or 74 ⁵ .

¹ Refer to the Treasury Financial Manual Supplement--FAST Book (Part II link to Independent Agencies) for listing of Federal Civil Agency codes <http://www.fms.treas.gov/fastbook/> used as the first two positions of the AAC.

² Combination codes authorized for USCG and DLA. Refer to ADC 319.

³ Mandatory usage rules for Service and Agency Codes are established for the assignment of DOD Activity Address Codes (DODAACs) and Routing Identifiers (RICs). Further stratification for DODAAC assignment usage rules may be found at: http://www.dla.mil/j-6/dlmso/eApplications/LOG.NET/UIL/Log_Qualifiers/lqvqcDetail.aspx?code=71

⁴ See Footnote 1.

⁵ MILSTRIP record position key:

- 4 - First position of the Routing Identifier Code (RIC)
- 30 - First position of the Document Number
- 31 - Second position of the Document Number
- 45 - First position of Supplementary Address
- 46 - Second position of Supplementary Address
- 67 - First position of RIC for U.S. supply source preparing the DD Form 1348-1A or DD Form 1348-2
- 74 - First position of the RIC

SERVICE CODES												REMARKS	
CODE	4	5	30	31	45	46	67	68	74	75	S/A		
A	A		A		A		A		A		Army	Routing Identifiers Only	
2	2						2		2		Army		
B	B						B		B		Army		
B			B		B						Army		Security Assistance Use Only ⁶
C	C						C		C		Army		
C			C		C						Army		Contractor Use Only
D	D						D		D		Air Force		
D			D		D						Air Force	Security Assistance Use Only ⁷	
6	6						6		6		Air Force	Routing Identifiers Only	
E	E						E		E		Air Force	Note: To designate other ⁸ DoD Activity contractors, you must use Service Code H with G. When code HG is used, rp 30-31 or 45-46 will contain the HG code, as appropriate ⁹ .	
E			E		E						Air Force		Contractor Use Only
F	F		F		F		F		F		Air Force		
G	G		G		G		G		G		GSA		
H	H		H		H						Other DOD Activities		
H			H	G	H	G					Other DOD Activity Contractors		
H							H		H		Reserved		
I			I								Missile Defense Agency	Security Assistance Use Only	
J	J										Air Force	On Base Use Only	
J			J								Air Force	Reserved	
J					J		J		J				
K	K						K		K				
K			K		K						Marine Corps	Security Assistance Use Only ¹⁰	

⁶ On Grant Aid requisitions, rp 45 will contain S/A Code Y.

⁷ See Footnote 4.

⁸ Procedures to control access to DoD material inventories by defense contractors last reported as not implemented by USA (Retail). Refer to AMCL 1A.

⁹ See Footnote 2.

¹⁰ See Footnote 4.

CODE	4	5	30	31	45	46	67	68	74	75	S/A	REMARKS
L							L		L		Reserved	
L	L		L		L						Marine Corps	Contractor Use Only
M	M		M		M		M		M		Marine Corps	
8	8						8		8		Marine Corps	Routing Identifiers Only
N	N		N		N		N		N		Navy	
4	4						4		4		Navy	Routing Identifiers Only
O											Reserved	
P	P						P		P		Navy	
P			P		P						Navy	Security Assistance Use Only ¹¹
Q	Q						Q		Q		Navy	
Q			Q		Q						Navy	Contractor Use Only
R	R		R		R		R		R		Navy	
S	S		S		S		S		S		DLA	
			S	D	S	D					DLA	Contractor Use Only
T	T						T		T		DLA	
T			T								DLA	Security Assistance Use Only ¹²
T					T						(See Footnote ¹³)	
U	U						U		U		Reserved	
U			U		U						DLA	Contractor Use Only
V	V										NASA	
V			V		V						Navy	
V							V		V		Reserved	
W	W		W		W		W		W		Army	
X											Reserved	(Used internally by DLA Transaction Services)
Y											Reserved	Authorized as non-significant <i>character</i> for Supplemental Address only
Z	Z	Z	Z		Z		Z		Z		Coast Guard	

¹¹ See Footnote 4.

¹² See Footnote 4.

¹³ S/A Code T entered in rp 45 may be used for any FMS country Defense organization which is not designated as an element of that country's Army, Navy, Air Force, or Marine Corps.

Z Z 0 Z 0 Coast Guard Contractor Use Only

0 **Reserved**
1 **Reserved**
3 **Reserved**
5 **Reserved**
7 **Reserved**
9 **Reserved**

CODE 4 5 30 31 45 46 67 68 74 75 S/A REMARKS

FEDSTRIP CIVIL AGENCY CODES¹⁴

NUMBER OF CHARACTERS: Two.
TYPE OF CODE: **First-position** Numeric, **Second-position** Numeric.
EXPLANATION: Identifies civil agencies under FEDSTRIP
RECORD POSITION(S): 30-31 and 45-46.

SPECIAL PROGRAM ACTIVITY CODES¹⁵

NUMBER OF CHARACTERS: Two.
TYPE OF CODE: First-position Numeric, Second-position Alpha.
EXPLANATION: Identifies special program activities that are neither DoD or Federal Agencies
RECORD POSITION(S): 30-31 and 45-46.

¹⁴ See Footnote 1.

¹⁵ Approved DLMS Change (ADC) 384, Special Programs for Non-DoD/Non-Federal Agency Requisitioners and Administrative Change for Contractor DoDAACs, January 18, 2011

Revise DOD 4000.25-1-M Appendix 2.3 as follows:

AP2.3. APPENDIX 2.3

ROUTING IDENTIFIER CODES

AP2.3.1. Routing Identifier Code (**referred to as RI or RIC and** located in rp 4-6, 67-69, and 74-76 of transactions) are assigned by S/As for processing inter-S/A, and intra-S/A logistical transactions. The codes serve multiple purposes in that they are supply source codes, inter-system routing codes, intra-system routing codes and consignor (shipper) codes. DLA Transaction Services maintains an electronic database of these codes that is accessible from their website¹

<https://www.transactionservices.dla.mil/DAASINQ/>.

AP2.3.2. To qualify for assignment of an RI, the facility/activity must be an integral and predetermined element of an established logistical system and must perform a general logistical control, distribution and/or storage mission (to include bases, posts, camps, and stations, when applicable).

AP2.3.3. The use of an RI on any one document does not infer, imply, or intend that follow-on documentation resulting there from must contain the same RI or any element thereof. It is a fundamental premise of MILSTRIP that any RI serves as only one of the following:

AP2.3.3.1. An address to indicate the intended recipient of the document for logistical actions.

AP2.3.3.2. Identify the actual consignor (shipper) on supply type release/receipt transactions originated within the distribution system(s).

AP2.3.4. All authorized Military Service RIs will contain one of the characters depicting Service assignment as listed in MILSTRIP AP2.2., in the first position. **Where assigned, no particular significance is ascribed to the use of a numeric vs. alpha value in the first position of the RI.**

AP2.3.5. The second² and third positions may be in any combination of alphanumerics. These positions may identify either a facility or activity of the S/A depicted by the first position.

AP2.3.6. Each S/A is responsible for the assignment of RIs to its facilities and activities. An S/A which has activities located at another S/A facility will assign its own RI to the activity. An S/A which has assets located at another S/A facility will use the RI assigned by the S/A owning/operating the facility. (An appropriate RI may be assigned to identify these assets when requested by the S/A owning the assets.) The Washington Headquarters Service (WHS) will make RI H_ series assignments for "Other DOD Activities."

AP2.3.7. Each S/A will designate a coordinator with responsibilities to control, monitor, and submit/validate all RI additions, revisions, and deletions relative to its S/A. In most cases the DoDAAC and RIC coordinators (or monitors) are the same. The S/A coordinators established for assignment of RIs are available at: https://www.dla.mil/j-6/dlms/CertAccess/SvcPointsPOC/ServicePoints/DoDAAC_DOD_Monitors.pdf.

¹ DLA Transaction Services requires a user authorization to obtain information from their website. If you do not currently have approved access DAAS (user id and password), please complete a request for access by going to the following DAASC website: https://www.transactionservices.dla.mil/sar/sar_menu.asp.

²Y in second position identifies United States Coast Guard contractor use only when first position is Z.

AP2.3.8. The DLA Transaction Services maintains the RI database and serves as the focal point for receipt of all RI database revisions. The DLA Transactions Services shall monitor RI code assignment for compliance with the above assignment rules. The RI database is published electronically and updated from requests for additions, changes, and/or deletions as submitted by the Component RI coordinators. Interested parties may interrogate the RI database through the DLA Transaction Services website³ at <https://www.transactionservices.dla.mil/DAASINQ/>.

³ See Footnote 1.